



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PAYROLL CLERK - CONFIDENTIAL
SENIOR PAYROLL CLERK - CONFIDENTIAL

Class No. 002492
Class No. 002497

■ CLASSIFICATION PURPOSE

To perform the processing of personnel and payroll actions; to maintain related records in a confidential manner; to provide information to employees regarding compensation and employment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Payroll Clerk- Confidential series is a specialized clerical series responsible for payroll and personnel transactions. These classes are found only in the Department of Human Resources. This class series differs from the general clerical classes in that the latter performs a wide variety of typing and record keeping assignments. The Payroll Clerk - Confidential class series is more specialized and deals primarily with payroll and personnel transactions for the Department of Human Resources, the Chief Administrative Office, and department heads and elected officials. The Payroll Clerk series is distinguished from the Account Clerk series in that the latter is responsible for accounting and statistical functions.

Payroll Clerk- Confidential:

This is the journey-level class in the series. Under general supervision, makes routine and less complex technical decisions and explanations regarding personnel and payroll matters.

Senior Payroll Clerk- Confidential:

This is the lead-worker class in the series. It is also the highest-level class in the payroll clerk- confidential series. Under general direction, provides technical guidance and leadership to other clerical workers assigned to maintain departmental personnel and payroll records. Senior Payroll Clerks are typically responsible for developing and revising clerical procedures within the unit and for interpreting and carrying out the most complex and difficult payroll work.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Prepares and processes personnel transactions for appointments, promotions, transfers and terminations.
2. Maintains and updates personnel files, records and rosters.
3. Prepares personnel requisitions for employment eligibility lists.
4. Provides authoritative information about employment, pay status and benefits.
5. Enrolls employees in benefits such as life, health insurance and retirement plans.
6. Schedules pre-employment medical and psychological evaluations.
7. Calculates costs for salary, benefits, and withholdings for taxes and deductions.
8. Maintains balances of vacation, sick and compensatory leave credits earned.
9. Records hours worked, overtime, and leaves of absence.
10. Checks biweekly payroll, mileage, travel and other employee reimbursable expenses.
11. Prepares claim adjustments.

12. Inputs, retrieves and checks information from computer display terminals.
13. Reviews and files accounting reports.
14. Orders services and supplies.
15. Interprets and explains to others a wide variety of rules, regulations, procedures and forms.
16. Maintains records, logs and files.
17. Drafts memos and correspondence.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Payroll Clerk – Confidential (in addition to the above):

1. Plans and schedules work assignments.
2. Supervises, trains and prepares performance reviews.
3. Maintains control files of matters in progress and assures deadlines are met.
4. Sets-up filing and record keeping systems.
5. Monitors status of selection interviews in progress and reports results to central personnel office.
6. Monitors position control and funding for staffing levels.
7. Applies rates and percentages to gross salary.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following applies to both classes:

- Personnel and payroll terminology.
- Payroll preparation and accounting methods.
- Related employment regulations and procedures.
- County customer service objectives and strategies.

Senior Payroll Clerk – Confidential (in addition to the above):

- Merit system personnel principles.
- Principles of lead work.

Skills and Abilities to:

The following applies to both classes:

- Check and compare records of data for accuracy.
- Post to and adjust payroll records.
- Refer to schedules, charts and listings.
- Research and compile information.
- Set-up and maintain files and indices.
- Interpret and follow employment regulations and personnel/payroll manuals and directives.
- Perform arithmetic calculations.
- Effectively communicate in oral and written form.
- Write neatly and legibly.
- Operate office equipment including calculators, computers, and copiers.
- Communicate with ease, confidence and tact in assisting the public.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Payroll Clerk – Confidential (in addition to the above):

- Provide technical training and guidance to others.
- Lead/supervise and train subordinates.
- Plan and schedule work assignments.
- Establish clerical procedures and record keeping systems.
- Conduct employee performance appraisals.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Payroll Clerk - Confidential:

1. One (1) year of full-time responsible clerical experience performing payroll, bookkeeping or fiscal activities, OR
2. Twelve (12) semester units of accredited college or university courses in accounting, business education or related field.

Senior Payroll Clerk - Confidential:

1. Two (2) years of recent experience preparing payroll claims and maintaining personnel records in the County of San Diego, OR
2. One (1) year of experience in the County of San Diego as a Payroll Clerk.

Note: Six (6) semester units of accredited college level accounting or completion of a certificate program in bookkeeping/accounting can be substituted for six (6) months experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Incumbents are required to work under very strict timelines.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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